

# CLIENT TREATMENT SCREEN

## GENERAL PROCEDURES

The Services and Treatments Screen is completed for each client admitted or readmitted into a treatment program with the intention of documenting the specific services and treatments provided to the client. Services are assigned to each facility and the service records will be used for billing.

Whether you are entering data for a single treatment or a date span of treatment, the information that you will be entering is essentially the same. It consists of the facility identification, date of service or, in the case of date spans, the start and end date for the services being rendered, services performed by, number of units and service code you are billing.

**SAMS allows for 40 days from the Service Date to enter this information into SAMS.**

The screenshot displays the SAMS (Substance Abuse Management System) interface. The title bar indicates the system is running on Montana D.P.H.H.S. with the database HSQADB and report server repsamsqa3005. The menu bar includes Action, Edit, Query, Block, Record, Field, Help, and Window. The toolbar contains various icons for file operations and navigation. The main window shows the SAMS1081110F form with the following data:

**Post Admission Data**

Provider: RIMROCK FOUNDATION # 202 ADIS #:   
Facility Name: Rimrock Foundation - Billings # 1 Sys Client Id: 606308  
Client: MOUSE, MICKEY Age at Admission: 54  
Account: 557890 Date: 01/01/2016 Save Exit/Cancel  
Admission: 411382 Date: 01/01/2016 Print Report Problem

**Treatments / Services - Double click on the treatment to view/modify**

Treatment ID	Treatment Date	Location ID	Facility Name	Service Code	Description	Service Units
2287857	01/01/2016	1	Rimrock Foundation - Billings	H0004	Individual Therapy (15 min)	4

Buttons at the bottom: Enter a NEW Treatment or Service, Enter Residential Services for a Date Range

## SERVICES AND TREATMENT DATA

**NAME:** Enter the client's name. Always use the client's given name. For example, if the client's name is "Robert" use "*Robert*", not "Bob".

**ACCOUNT NUMBER:** This is a system generated number that will be put on the form after the client information and client admission data has been input and saved.

# CLIENT TREATMENT SCREEN

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## MAIN TREATMENT SERVICES

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**TREATMENT DATE:** Enter the treatment date. There are eight spaces for the month, day and year. All spaces **must** be completed. This is a required field.

EXAMPLE: If the current date is June 22, 2008, you would enter: 06222008.

**PERFORMED BY:** Enter the name of the individual who provided the service. This is a required field.

**SERVICE CODE:** Enter the appropriate service code from the Chemical Dependency Provider Manual. Service Codes are listed in Appendix C (Section 27). This is a required field.

**UNITS:** Enter the number of treatment units provided for this service. See the Chemical Dependency Provider Manual for a description of the units. This is a required field.

**OTHER AVAILABLE INFORMATION:** The following is a list of other data elements that you can use. They are not required.

- People present
- Purpose
- Relation to plan
- Outcome
- Video/lecture
- Schedule description
- Comments

## D.A.P.

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**PROGRESS NOTES:** The following fields are optional to be used as needed to document treatment.

- Data (Subjective and Objective)
- Assessment
- Plan (Treatment Plan)

## S.O.A.P.

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**PROGRESS NOTES:** The following fields are optional to be used as needed to document treatment.

- Subjective Data
- Objective Data
- Assessment
- Plan

# CLIENT TREATMENT SCREEN

## SINGLE TREATMENT RECORD ENTRY SCREEN

S. A. M. S. - Substance Abuse Management System - Montana D.P.H.H.S. Database: HSQADB Report Server: repsamsqa3005

Action Edit Query Block Record Field Help Window

SAMS1081111F- ENTER/MODIFY SERVICES AND TREATMENTS SAMS - Substance Abuse Management System USER NAME: C95075 02/25/2016 DATABASE: HSQ

**Post Admission Data**

Provider: RIMROCK FOUNDATION # 202 ADIS #:   
Facility Name: Rimrock Foundation - Billings # 1 Sys Client Id: 606308  
Client: MOUSE, MICKEY Age at Admission: 54  
Account: 557890 Date: 01/01/2016 Save Exit/Cancel  
Admission: 411382 Date: 01/01/2016 Print Report Problem

**Treatments**

Main Treatment D.A.P. S.O.A.P. Audit

Treatment ID: Treatment Date: Fac ID: Loc ID:   
Performed By:   
Service Code: Units:   
People Present: Purpose:   
Relation to Plan: Outcome:   
Video / Lecture: Schedule Description:   
Comments:

## RESIDENTIAL DATE SPAN ENTRY SCREEN

S. A. M. S. - Substance Abuse Management System - Montana D.P.H.H.S. Database: HSQADB Report Server: repsamsqa3005

Action Edit Query Block Record Field Help Window

SAMS1081113F- ENTER RESIDENTIAL SERVICES - SAMS - Substance Abuse Management System - USER NAME: C95075 - 02/25/2016 - DATABASE: HSQADB - Version: 2.00

**Post Admission Data**

Provider: RIMROCK FOUNDATION # 202 ADIS #:   
Facility Name: Rimrock Foundation - Billings # 1 Sys Client Id: 606308  
Client: MOUSE, MICKEY Age at Admission: 54  
Account: 557890 Date: 01/01/2016 Save Exit/Cancel  
Admission: 411382 Date: 01/01/2016 Print Report Problem

**RESIDENTIAL SERVICES - Enter the details of this residential service.**

Fac ID: Loc ID:   
Performed By:   
Service Code: Units: 1  
Comments:

**Enter the dates for the residential services entered above and press the "Generate Residential Services" Button.**

Begin Date: End Date: Generate Residential Services

Results will be displayed here after generation.